

PERFORMANCE WORK STATEMENT (PWS)

ON-SITE PAPER SHREDDING PUGET SOUND NAVAL SHIPYARD & INTERMEDIATE MAINTENANCE FACILITY

PART 1 GENERAL INFORMATION

1. GENERAL INFORMATION: This is a non-personal services contract to provide on-site shredding services for Puget Sound Naval Shipyard & Intermediate Maintenance Facility (PSNS & IMF) in Bremerton, Washington. This is a reoccurring service two (2) times per week for all PSNS&IMF's paper waste destruction as described herein. Notwithstanding, contractor shall ensure employees comply with all requirements of this Performance Work Statement (PWS) and contract.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform on-site paper shredding as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall meet the standards in this contract.

1.2 Background: Puget Sound Naval Shipyard (PSNS) is an industrial complex whose mission is to maintain, modernize and retire the Navy fleet with a vision of on-time maintenance, modernization, and retirement of the U.S. Navy's fleet. The shipyard in Bremerton is the Pacific Northwest's largest naval shore facility and one of Washington State's largest industrial installations.

1.2.1 In order to accomplish this mission PSNS utilizes on-site paper shredding. To meet the mission's demand, the government must subsidize this task to outside entities. There is no entity in the shipyard that performs this task therefore it must be delegated.

1.3 Objectives: The requirement is to provide on-site paper shredding services at Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) at multiple stops in a 170 acre or .28 square mile area two times a week.

1.4 Scope: On-site mobile paper shredding for one (1) base year plus four (4) option years at the locations listed in 1.7.1 and Attachment A. Specific Requirements/tasks include Basic Services, Specifications and Disposal.

1.5 Period of Performance: The period of performance shall be one (1) base year plus four (4) option years.

1.6 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.7 Location:

1.7.1 Place of Performance: The work to be performed under this contract will be performed at Puget Sound Naval Shipyard & Intermediate Maintenance Facility. Location stops are listed in Attachment A

1.7.2 Hours of Operation: The contractor is responsible for conducting business between the hours of 0730-1530, Monday through Friday except Federal holidays or when the Government facility is

closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.7.2.1 The COR shall be responsible for communicating emergency, administrative, or similar

Government directed facility closings to the Contractor. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor should keep in mind that the stability and continuity of the workforce are essential.

1.7.3 Recognized Holidays: Contractor is not required to perform services on federal holidays. The list of current federal holidays can be found here: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

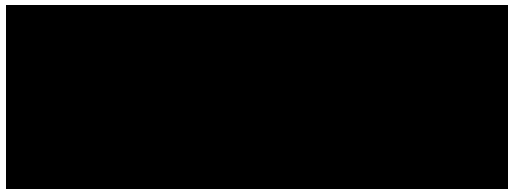
1.7.3.1 In addition to the above listed holidays, PSNS & IMF is normally closed for all except necessary services during the week between Christmas Day and New Year's Day (curtailment). Collection is not required during that time period (approximately 1-week).

1.8 Security Requirements: Contractor Employees, in order to gain access to the government facility identified in paragraph 1.7.1 to perform work under this contract, shall comply with the Badging and Access Requirements Attachment to the solicitation/contract.

1.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.10 Contracting Officer Representative (COR): The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. The COR is NOT authorized to change any of the terms and conditions of this contract. **Only the warranted Contracting Officer is authorized to make modifications/changes to the terms and conditions of this contract.** If the Contractor believes any Government personnel has effectively issued a change resulting in a change in effort and price/cost of the contract, the Contractor shall immediately notify the Contracting Officer in writing.

COR:



1.11 Contract Manager: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when

the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to execution of this contract.

1.12 Identification of Contractor Employees: All contractor personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials. All contractor personnel on a government installation will be required to obtain and wear badges in the performance of this contract.

1.13 Contractor Travel: All contractor personnel will be required to travel from place of business in CONUS to PSNS & IMF Bremerton, WA.

1.14 Contract Changes: The contractor at any time may submit a request for a change to the schedule or other contract terms to the government through a request for modification in accordance with FAR Clause 52.212-4(c) Changes. The Proposed changes will be evaluated by the Government, and if necessary negotiated. All changes to any contract terms shall be made through a Bilateral Modification to this Contract.

1.14.1 If a revised schedule is proposed, through a request for modification to the contract, it shall clearly designate the building number/location, scheduled service day and stop order. Any proposed revised schedule shall include checking each container at a minimum of once per month to determine which containers need to be emptied. *The Request for Modification shall be submitted to the Contract Specialist and the Contracting Officer.*

PART 2 DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. COMMON DEFINITIONS: Per Clause 52.212-4(e), clause 52.202-1 is incorporated by reference to this contract.

PART 3 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Furnished Items:

3.1.1 Containers: All containers are government owned, 64 gallons each, and are America National Standards Institute (ANSI) Compliant. The Government will unlock all containers for the contractor to service. The Government is responsible for locking the container once all material has been shredded. Contractor will return each container to the staging area once paper has been shredded.

3.2 Services:

3.2.1 Shred Activity Monitoring: The assigned COR or designated authority will be witness to shredding activity and shall follow the contractor from one location to the next. The COR or

designated authority will meet the contractor driver at a pre-determined time and location agreed upon between the Government and the Contractor. The COR or designated authority will have the proper keys to open all containers that need to be shredded. The COR or designated authority will unlock each container prior to being lifted into the truck for shredding and shall lock the container once it is dumped and back on the ground. Once all shredding is completed, the contractor shall move to the next scheduled stop. The COR or designated authority is responsible for their own transportation while following the Contractor's vehicle. In the event there are building(s) that cannot be serviced, the contractor shall provide written notification to the COR by the following business day. The COR and the contractor will work out if the building(s) needs to be added to the next scheduled route and added as a call in service or if the contractor will service the containers on the following normal scheduled route day for that building(s).

3.2.2 Notification of Weather or Other Delays: In the event that unusual weather or other delay inhibits a scheduled day of performance, notification shall be made to the Contracting Officer's Representative not later than 7:00 AM via phone call followed by an e-mail with a copy to the Contracting Officer. The e-mail shall specify the nature of the delay and the preferred date to make-up services within the next 5 business days after weather permits.

3.2.2.1 The COR is responsible for notification to the Contractor for any closure of PSNS. In a closure situation the COR's notification may be delayed due to unavailability of information or situations outside the control of the COR. The contractor is advised, to check the status of the base prior to beginning route. Base closure information can be found at: 360-315-4636.

3.2.3 Interruptions in Service: Government Caused Delay –If the government monitor is not present at predetermined time and location for beginning the route, the contractor shall call (via phone) the COR, Contract Specialist and Contracting Officer. The contractor will leave a message for any government representative that does not answer, stating that the driver is waiting on the escort and confirming the call back number.

3.2.3.1 If the government cannot provide an escort within 120 minutes, then the contractor is to leave the base. The contractor shall, prior to leaving the base, email the COR, Contract Specialist, and Contracting Officer to document the missed service. The contractor shall make every effort to contact the government before leaving the base

3.2.4 Map and Location/Schedule: Attachment A lists location stops. Attachment B shows a map with the buildings to be serviced and the route to be taken. The COR shall also provide support in identifying locations of buildings to be serviced and to provide support to truck drivers maneuvering around PSNS.

PART 4 CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall follow all responsibilities and furnish all supplies, equipment, vehicles, materials, and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Contractor Vehicles: Contractor vehicles shall not exceed 40,000 pounds Gross Vehicle Weight (GVW) without Government approval. Vehicles in excess of 40 feet long may have difficulty maneuvering throughout PSNS. Verifying accessibility to container collection locations is the Contractor's responsibility.

4.3 Air Permit: Contractor shall meet all Puget Sound Clean Air Act (PSCAA) requirements, which can be found at www.pscleanair.org. Shredding trucks that are operating and shredding at any facility under this contract shall control fugitive dust emissions in accordance with PSCAA Regulation 1. It is the contractors' responsibility to ensure dust capture during operations at PSNS installations. Should any dust emission become apparent, EPA method 9 evaluations shall be required by PSNS Code 106. Additionally, visual inspections and random periodic EPA Method 9 testing shall be conducted to validate compliance with PSCAA requirements. More information regarding methods used to validate PSCAA compliance may be found at <http://www.epa.gov/ttn/emc/methods/method9.html>. As a proactive measure, the contractor may choose to provide personnel certified in visual opacity readings should the Method 9 testing become necessary.

4.4 Information Security: In no event shall the contractor leave any Government facility under this contract with un-shredded material. In case of truck breakdown during shredding operations, the driver shall coordinate with the Contracting Officer's Representative for instructions on how to handle any un-shredded paper that may remain in the truck.

4.5 NAID (National Association for Information Destruction) and Government Training Requirements: The contractor shall be NAID certified. Proof of NAID certification must be maintained during the entire life of the contract and made available to the COR upon request.

4.5.1 After award and before start of contract the contractor shall be required to have all personnel requiring a government identification badge who shall be performing the work to complete the governments' "Safeguarding Classified Information in the NISP IS109.16" training. The industry contractor is required to create an account at <https://cdse.usalearning.gov/login/index.php> and register for the course. The course is estimated to take 150 minutes. Personnel taking the training shall be required to sign for completion of the training. Completion of the training shall be required as part of the badging process and is an annual training requirement.

4.6 Contractor Manpower Reporting (NMCARS 252.237.102-90):

4.6.1 Contractor Manpower Reporting on labor hours used in the performance of CLINs 0001, in accordance with the PWS. For price estimating purposes, reporting takes approximately 1-2 hours of time for one employee to complete and is generally calculated using an accepted hourly wage for an administrative assistant or similar position.

4.6.2 The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluding PSCs are:

- 4.6.2.1 W Lease /Rental of Equipment
- 4.6.2.2 X, Lease/Rental of Facilities.
- 4.6.2.3 Y, Construction of Structures and Facilities.
- 4.6.2.4 D, Automatic Data Processing and Telecommunications, IT and Telecommunications-Transmission (D304) and Internet (D322) ONLY.
- 4.6.2.5 S, Utilities ONLY.
- 4.6.2.6 V, Freight and Shipping ONLY.

4.6.3 The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>

4.6.4 The Contractor shall complete "Exhibit A - Route Checklist" and submit it to the Contracting Officer's Representative (COR) via email by Friday of each week throughout the duration of the contract to verify service completion. The Contractor shall indicate completed routes with a checkmark and unserviced routes with an "X". For any route not serviced during the week, the Contractor shall provide a written justification in the checklist's comment box detailing the reason for the omission.

PART 5 SPECIFIC TASKS

5. SPECIFIC REQUIREMENTS/TASKS:

5.1. **Basic Services:** The contractor shall provide on-site mobile paper shredding services between 03 August 2026 through 02 August 2031 at locations listed in Attachment A.

5.2 Specifications for on-site paper shredding:

5.2.1 All paper shall be shredded down to 5/8 inch wide by 1 ¾ inch long with a variance of + 1/8 inch, pulverized, in size or smaller. The Government reserves the right to inspect the shredded material for compliance, at any time, prior to leaving PSNS & IMF.

5.2.2 The shredded material shall be unrecognizable and unable to be reconstructed. The Government reserves the right to inspect the shredded material for compliance with this contract with a 72-hour notice of inspection to take place at the contractor's facility.

5.2.3 All paper products meeting 1.4. shred size requirements shall be recycled through a Material Recovery Facility (MRF) or mill direct. All facilities handling all shredded paper shall be located within the continental United States.

5.2.4 Contractor must report back to government any material wasted by the contractor that is to be discarded to a landfill prior to wasting. Unidentifiable waste is considered anything other than Shredded Paper

5.3 **Disposal:** All shredded material, loose or baled, shall be recycled or disposed of through specific methods:

5.3.1 Pulping – Only U.S. Mills that can guarantee the bales shall go directly from the delivery trailer into the pulp process upon delivery; or from the delivery trailer to a secured holding area.

5.3.2 Incineration – Only U.S. incineration facilities that can guarantee the bales or loose shredded paper shall go directly from the trailer into the incineration process; or from the delivery trailer to a secure holding area.

5.3.3 Landfill – Material shall be shredded further into a dust. Only NAID certified shredding facilities shall continue to handle the additional shredding of the paper to turn it into dust to be landfilled.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1 The contractor must abide by all applicable regulations, laws, publications, manuals, and local policies and procedures.

6.1.1 ISOO Notice 2019-03, Destroying CUI Paper Form

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. **ATTACHMENTS/TECHNICAL EXHIBIT LIST:**

7.1 Technical Exhibit 1 - Performance Requirements Summary

7.2. Technical Exhibit 2 - Deliverables Schedule

7.3 Attachment A – Location stops

7.4 Attachment B – Location Map of stops

7.5 Exhibit A- Route Checklist

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	<i>Standard</i>	Performance Threshold (This is the maximum error rate. It could possibly be “Zero deviation from standard”)	Method of Surveillance
PRS # 1 The contractor shall provide on-site mobile paper shredding services throughout the duration of the contract at locations listed in Attachment A. PWS 5.1	Contractor is to shred paper in bins at site locations listed on the scheduled days and route.	Zero deviation from standard	100% Inspection by COR.

PRS # 2 All paper shredding performed by contractors shall meet requirements of paper shredding listed in PWS 5.2.1-5.2.4 PWS 5.2	Contractor will meet size and location shred requirements as well as proper handling of shredded paper and reporting of non-paper item disposal	Zero deviation from standard	100% Inspection by COR.
PRS # 3 All shredded material, loose or baled, shall be recycled or disposed of through specific methods PWS 5.3	Contractor will dispose of all shredded materials through pulping, incineration, and land fill as listed in PWS 5.3.1-5.3.3	Zero deviation from standard	100% Inspection by COR.

TECHNICAL EXHIBIT 2

Deliverables Schedule

	Frequency	# of Copies	Medium/Format	Submit To
General Performance PWS 4.1	The Contractor shall follow all responsibilities and furnish all supplies, equipment, vehicles, materials and services required to perform work under this contract that are not listed under Section 3 of this PWS.	1	On-site mobile shredding performed onsite in the locations listed in Attachment A.	COR
Contractor Vehicles PWS 4.2	Contractor vehicles shall not exceed 40,000 pounds Gross Vehicle Weight (GVW) without Government approval	1	Notify COR by email of vehicle changes.	COR via Phone
Air Permit PWS 4.3	Contractor shall meet all Puget Sound Clean Air Act (PSCAA) requirements, which can be found at www.pscleanair.org . Shredding trucks that are operating and shredding at any facility under this contract	1	Notify COR by email of any violations.	COR via Email

	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
	shall control fugitive dust emissions in accordance with PSCAA Regulation 1.			
Information Security PWS 4.4	Contractor shall under no circumstance leave any Government facility under this contract with un-shredded material. In case of truck breakdown during shredding operations, the driver shall coordinate with the Contracting Officer's Representative for instructions on how to handle any un-shredded paper that may remain in the truck.	1	Notify COR by phone of truck breakdown.	COR via Phone
NAID and Government Training Requirements PWS 4.5	The contractor shall be NAID certified. Proof of NAID certification must be maintained during the entire life of the contract and made available to the COR upon request. All personnel performing shredding must complete the governments' "Safeguarding Classified Information in the NISP IS109.16" training.	1	Notify COR by email of certification completion.	COR via Email
Contractor Manpower Reporting (NMCARS 252.237.102-90) PWS 4.6	The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site.	1	The contractor is required to completely fill in all required data fields using the following web address https://doncmra.nmci.navy.mil .	Contractors may direct questions to the help desk, linked at https://doncmra.nmci.navy.mil
Route Checklist PWS 4.6.4	The Contractor shall submit confirmation of completion via checkboxes in EXHIBIT A	1	Submit completed checklist (EXHIBIT A) to COR via email by Friday of each week throughout the duration of the contract.	COR via Email

ATTACHMENT A

PSNS TUESDAY ROUTE		
STOP		LOCATION INSTRUCTIONS
1		

2		Weekly	
3		Weekly	
4		Weekly	
5		Weekly	
6		Weekly	
7		Weekly	
8		Weekly	
9		Weekly	
10		Weekly	
11		Weekly	
12		Weekly	
13		Weekly	
14		Weekly	
15		Weekly	
16		Weekly	
17		Weekly	
18		Weekly	
19		Weekly	
20		Weekly	
21		Weekly	
22		Weekly	
23		Weekly	

PSNS THURSDAY ROUTE			
STOP	BLDG. #	CYCLE	LOCATION INSTRUCTIONS
1		Weekly	
2		Weekly	

3		Weekly	
4		Weekly	
5		Weekly	
6		Weekly	
7		Weekly	
8		Weekly	
9		Weekly	
10		Weekly	
11		Weekly	
12		Weekly	
13		Weekly	
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34		Weekly	
35		Weekly	

36			Weekly			
37			Weekly			
38			Weekly			

Attachment B – Location Map



